

# MANAGEMENT MEMO

SUBJECT:

**VEHICLE PURCHASE AND LEASE POLICY**

NUMBER:

**MM 06-03**

DATE ISSUED:

JANUARY 31, 2006

EXPIRES:

UNTIL RESCINDED

REFERENCES: FEDERAL ENERGY POLICY ACT OF 1992;  
CALIFORNIA VEHICLE CODE SECTION 25252; CALIFORNIA PUBLIC RESOURCES CODE  
SECTION 25722.5; MM-03-18; SUPERCEDES MM 04-20

ISSUING AGENCY:

DEPARTMENT OF GENERAL  
SERVICES**Policy Purpose**

The Department of General Services (DGS) is issuing this Vehicle Purchase and Lease Policy as part of the State's efforts to meet ambient air quality standards, reduce the State fleet's petroleum use and impact on the environment, and control statewide fleet costs. This policy applies to the purchase and lease of light-duty (under 8,500 pounds gross-vehicle-weight rating) alternative fuel, gasoline, hybrid-electric, sport utility, and four-wheel drive vehicles.

**Alternative  
Fuel Vehicles**

As required by the Federal Energy Policy Act (EPA) of 1992, 75 percent of the State's light-duty vehicle purchases must be Alternative Fuel Vehicles (AFVs). A listing of all AFVs on the State's vehicle master contract can be viewed at: <http://www.pd.dgs.ca.gov/contracts/vehicles.htm>

To the maximum extent practicable, each State office, agency, and department that has bi-fuel natural gas and bi-fuel propane vehicles in its fleet shall use the respective alternative fuel in those vehicles.

To locate a fueling station for your AFV, please refer to:  
<http://www.cleancarmaps.com/home/>

**Gasoline and  
Hybrid-Electric  
Powered  
Vehicles**

After having met the Federal EPA mandate, all gasoline-powered light-duty sedans purchased or leased by State offices, agencies, and departments must be at a minimum certified to the California Air Resources Board's (CARB) LEV II Ultra Low Emission Vehicle (ULEV) standards. Light-duty pickups, vans, and sport utility vehicles must be at a minimum certified to the CARB's LEV I ULEV standards or equivalent. Offices, agencies, and departments shall, when available, maximize the purchase or lease of available vehicles that meet or exceed California's LEV II Super-Ultra Low Emission Vehicle (SULEV) passenger vehicle standards for exhaust emissions and maximize the purchase or lease of hybrid vehicles that are substantially more fuel efficient. To view a listing of vehicles meeting these requirements, please refer to:  
<http://www.arb.ca.gov/msprog/ccvl/ccvl.htm>

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**Sport Utility Vehicles and Four-Wheel Drive Trucks**

In order to discourage the purchase or lease of sport utility vehicles (SUVs) and four-wheel drive trucks, each State office, agency, or department seeking to purchase or lease either SUVs or four-wheel drive trucks must be required to perform an essential function. If it is so demonstrated, priority consideration shall be given to the purchase or lease of an alternatively fueled or hybrid sports utility vehicle or four-wheel drive truck.

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**Exemptions**

The Vehicle Purchase and Lease Policy does not apply to authorized emergency or law enforcement vehicles that are equipped with emergency lighting per California Vehicle Code, Section 25252.

The DGS, Office of Fleet Administration (OFA) will review any exception or exemption request to this Policy and assist offices, agencies, and departments with vehicle purchases and leases. All vehicle acquisition requests must be submitted on an OFA 160, Vehicle Acquisition Request Form. For a copy of the OFA 160 Form, please refer to:

<http://www.documents.dgs.ca.gov/ofa/forms/ofa160.pdf>

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**Contact Information**

Questions regarding this Management Memo may be directed to:

Rick Slama, Alternative Fuel Vehicle Specialist  
Department of General Services  
Office of Fleet Administration  
Telephone: (916) 327-2567  
E-mail: [rick.slama@dgs.ca.gov](mailto:rick.slama@dgs.ca.gov)

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Original SAM Management Memo signed by Ron Joseph, Director

Ron Joseph  
Director